

## How To Create A Simple Search

1. Give your search a name based on what you're looking for (e.g. "Financial Analyst").
2. Click on a category in the "Add Criteria" bar on the right side of the page ("Candidate Preferences", "Education and Training", "Skills and Certifications", "Advanced").
3. Click the box next to the criteria you wish to search for (i.e. "Job Type", "Level of Education", "Certificates" etc.). You can select as many as you would like.
4. Then click **Save and Run Search**.

Add Criteria

☐ Talify Ranking
☒ Keyword Search

Candidate Preferences

☐ Job Type
☐ Fields of Interest
☐ Preferred Locations
☐ Rate of Pay
☐ Desired Amount of Travel

Education and Training

☐ Level of Education
☐ Military Service
☐ Previous Job Role

Skills and Certifications

☐ Language Proficiency
☐ Skills
☐ Certificates

Advanced

☐ Candidate ZIP Code
☐ Behaviors / Competencies

Talify Ranking

The Talify Ranking is centered around our unique set of 10 job-specific competencies. It allows you to weight a candidate's job-related interests, experience, self-rating, and personality.

First, select those areas that are important to you by clicking on the unranked competencies below. You may re-order the ranked list by dragging the competencies up or down. You must select at least three.

Once ranked, you must assign a percent weighting to job-related interests, experience, self-rating, and personality; the total of all four must equal 100.

Please click items from the unranked list that are important to you; you may order them in the ranked list by dragging. You must select at least three competencies, and may select up to ten.

Unranked

Ranked

Providing Service to Others

Working on a Team

Planning and Organizing Activities

Working with Data

Working with Things

Cultivating Existing Business

Managing Others

Generating New Business

Entrepreneurial Leadership

Solving Complex Problems

Please value each of the following, 0-100. The total of all four must equal 100.

Interests: 
Experience: 
Self Rating: 
Personality:

## Create a Ranked Search

- ✓ Repeat "Simple Search" steps 1-3.
- ✓ Click the box next to "Talify Ranking".
- ✓ Fill out the Talify Ranking section (see left). Be sure to follow the instructions in blue. After you're done, click **Save and Run Search** and check out your results!

*Because finding a job shouldn't be one.*